

Dear Parents of a Winning Middle School Science Bowl Student:

It is indeed an honor to contact you regarding preparations for the National Middle School Science Bowl scheduled for June 23-26, 2005, in Golden, Colorado. The entire staff at the Department of Energy, the National Renewable Energy Laboratory, and General Motors are very eager to meet your children and we look forward to interacting with such a vibrant and energetic group of young people. We feel that these students represent some of the best and brightest that our country has to offer. We commend you, as parents, for your commitment to education, which is evident by the accomplishments of these promising young scholars. Although it is our pleasure to host this event and we hope that all of the teams have a great time coming to Colorado, it is very important that we stress that from June 23-26, the students will be participating in an academic event, NOT a family vacation.

Following are some important details to help you prepare your child for the national event:

### **Travel**

The Department of Energy will cover all costs associated with the travel of the four student team members and one coach. The costs include lodging, meals, air and ground transportation to and from the airport. Academia Resource Management (ARM) will be making all travel arrangements for the middle school teams. The contact person at ARM is Mariann Bleazard and she can be reached at (801) 273-8911 or by E-Mail at [mariann@armanagement.org](mailto:mariann@armanagement.org). ARM will NOT make any travel or lodging arrangements for family members. All students must travel with their team to the event in Golden, Colorado on June 23, 2005—NO EXCEPTIONS. On the return trip, if parents wish to have their student travel home with the family, the parent must complete the enclosed Travel Waiver Request form. All requests for travel waiver MUST be approved by Department of Energy (DOE) Program Manager, Cindy Musick. The approved waiver form will be on file at DOE headquarters and with ARM.

We have arranged for volunteers to meet the teams at Denver International Airport and assist them in boarding the charter buses that will take them to the Colorado School of Mines. The volunteers will be looking for teams by the baggage claim area for the individual flights. Teams that have only carry on luggage still need to go to the appropriate baggage claim area to find the volunteers who will get them on the charter buses. We are enclosing a bright colored luggage tag that we want the students and coaches to put on their luggage. The luggage tags will assist the volunteers at the airport to identify the National Middle School Science Bowl teams.

## Second Coach

The DOE will pay for one coach and four students per team. However, an exception for a second coach to travel with the team may be granted because of the gender ratio of the team members. For example, if a team is all boys and the coach is female, a male coach may also attend if desired. Any waivers for a second coach to travel with the team must be approved by DOE headquarters (Cindy Musick, (202) 586-0987, [cindy.musick@science.doe.gov](mailto:cindy.musick@science.doe.gov)) prior to any travel arrangements being made. There will be no exceptions. Please contact Cindy Musick for a Second Coach Travel Waiver form.

## Family Travel Arrangements

If family members are interested in traveling with the team, the family will need to make their own travel arrangements. Academia Resources Management (ARM) will NOT be making any travel arrangements for family members or alternate team members. If student teams plan to arrive early, teams are responsible for local transportation and lodging costs.

**PLEASE NOTE: all teams must travel to the competition together and return home together. Any exceptions to this must be pre-authorized before travel arrangements are made.**

If a student and his/her family plan to stay after the competition, a student travel waiver MUST be signed and approved and on file with Academia Resources Management (ARM) and the Department of Energy staff. If families want their child to travel with them after the competition, the students and family will be responsible for their own transportation home. The competition is officially over on Sunday, June 26<sup>th</sup> when the teams board the buses in the morning at 5:00 a.m. The Department of Energy is liable and accountable for every student and teacher for the entire competition time from team arrival on June 23 to team departure on June 26.

If you are planning to travel to Colorado, we recommend a rental car for ground transportation. Golden, Colorado is quite a distance from Denver International Airport and taxi or shuttle fares are quite expensive. The website for information pertaining to shuttle service is <http://www.supershuttle.com>. Family members will NOT be allowed to travel on the charter buses that are reserved ONLY for the team coach and students.

## **Lodging**

All students and coaches will be staying at the Colorado School of Mines (CSM), in Golden, CO, which is just outside of Denver. Housing arrangements have been made at the residence halls, which are dorms used by college students during the school year. The room arrangements are laid out in floors of 15 rooms per floor with separate showers and bathrooms for each gender. Each floor of the residence halls will be separated by gender. There will be girls only or boys only on each floor, with adults of the same gender housed on the same floor with them.

**PLEASE NOTE: Since a few teams have both boys and girls, some students will be housed with team members from another competing team.**

We will make sure that the team coach is housed as close as possible. Some regional coordinators and a full time nurse will also be staying in the dorms, so there will be plenty of adult supervision and guidance, when needed.

**PLEASE NOTE: Lodging will NOT be available for family members or alternate team members at the CSM.**

Rooms at CSM will NOT be available for students and coaches either before the teams register on June 23 or after the event ends the morning of June 26.

The Residence Halls are staffed 24 hours a day so parents may call the CSM Bradford and Randall Residence Halls at (303) 273-3928. If students want to call home, they will be allowed to call home after they are situated in the residence halls.

### **National Event**

The National Middle School Science Bowl consists of two parts: 1) the academic question and answer tournament and 2) building and racing a model hydrogen fuel cell car (teams will bring a completed car to Colorado, however, there will be opportunity for modifications and fine-tuning at the event). Teams are required to compete in both competitions, with prizes awarded to the top three teams in each event. Both the car race and academic competitions are open to the public. DOE/NREL staff, General Motors Engineers, and undergraduate students will provide all participants with construction assistance during the building process. No unauthorized adults (including coaches and parents) or alternate team members will be allowed to participate with the students in the car modification sessions.

We are enclosing the tentative Schedule of Events for the National Middle School Science Bowl.

### **Team Registration**

On-site team registration will be open at 1:00 p.m. on June 23 outside Bradford and Randall Residence Halls. **No team may be registered until all team members and coach(es) are present.** Each team member (students and coach) will receive a meal ticket to be used for all meals at the Colorado School of Mines (CSM). NO meal tickets are available for parents and others who may be staying at nearby hotels. Family members may purchase a ticket for the awards banquet which will cost approximately \$21.00. Awards banquet tickets can be purchased during the registration time from 1:00-4:00 p.m. at Bradford and Randall Residence Halls on Thursday, June 23. There will be no tickets sold for individual meals. CSM can take personal checks, credit cards, and cash for the award banquet tickets. The I-Club at Colorado School of Mines will be open for take out meals from 7:15 a.m. to 2:00 p.m. on Thursday and Friday (note: I-Club is closed on Saturday). Any other meals will need to be purchased off site.

### Dress

For Thursday, June 23, all teams may wear casual attire (no jeans with holes or bare midriffs). When the teams are traveling, please have them wear their regional middle school science bowl T-shirts or school T-shirts. Each team member will be receiving an official National Middle School Science Bowl T-Shirt which they will wear for all activities on Friday, June 24. Dress for Saturday, June 25, will be business dress

- men: dress trousers, tie, shirt;
- women: dress, blouse and skirt, business suit or dress slacks and blouse

### Team Commitment

Enclosed is a sample Team Commitment Form, that will be signed by each team member and coach prior to the event. ALL team members and coaches are expected to attend ALL activities and meals during the competition. No student or teacher is to leave the Colorado School of Mines campus during the official period of the National Middle School Science Bowl. The event time begins on Thursday, June 23 when the team boards the plane (or local transportation) and ends on Sunday, June 26 at 5:00 a.m. when the teams check out of their dorm rooms and board the buses. This is the ONLY time that parents may pick up their child after they have turned in their dorm key and checked out of Colorado School of Mines. Each of the team members, parents, coach(es) and regional coordinator will have signed and submitted this form prior to travel arrangements being made by ARM.

**PLEASE NOTE: Any rules, behavior, or code of conduct violations observed throughout the three day event, will be reviewed by a Rules Committee. All decisions by the committee will be done in private and the decision of the consequences of the rules infraction will be delivered in private and kept confidential and may result in disqualification of the team from the competition or the student being sent home at the parent's expense.**

### Talent Show

This year, we are going to host a talent show Friday evening from 8:30-10:00 p.m. Family members are invited to attend the talent show. To ensure that there is a variety of different acts, interested students must fill out the enclosed Talent Show Request Form. The completed form should be faxed to Cindy Musick at (202) 586-0019. A committee will determine which acts will be a part of the talent show (limit of 5 minutes per act). We think this will be a fun opportunity for the students and coaches to see the many talents of the competing students. Please note that CSM will provide a piano for the talent show. Other instruments will need to be brought by the students.

## **What to bring to Colorado:**

### Clothing

- ✓ Casual Clothing, including regional science bowl T-shirt if available or school T-shirt
- ✓ Light Jacket
- ✓ Sneakers
- ✓ Pajamas
- ✓ Rain Jacket
- ✓ Swim suit (swimming is an optional activity on Friday evening)
- ✓ Beach or pool towel (if going swimming)
- ✓ Regional Science Bowl T-shirt or School T-shirt
- ✓ National Science Bowl T-shirt (Provided at registration in Colorado)
- ✓ Dress Clothes for the academic competition and awards ceremony
  - Boys – collared shirt, tie, and dress shoes (no tennis shoes, if possible)
  - Girls – dress or nice pants and blouse (no midriff tops)

### Toiletries

- ✓ Sun Screen
- ✓ Shampoo
- ✓ Soap
- ✓ Toothbrush
- ✓ Toothpaste
- ✓ Deodorant
- ✓ Other toiletries as desired or needed

### Miscellaneous

- ✓ Sunglasses
- ✓ Textbooks (Optional)
- ✓ Extra Money (Optional if students want to purchase additional food or souvenirs)
- ✓ Optional Comfort Items: Pillow, lucky trinkets, and a blanket (additional blankets are also available in the dorms upon request)
- ✓ Instrument or other items for the Talent Show

If you have any questions, please contact me by phone at 202-586-0987, or by E-mail at [Cindy.Musick@science.doe.gov](mailto:Cindy.Musick@science.doe.gov). You may also contact Linda Lung by phone at (303) 275-3044 or by E-mail at [Linda\\_Lung@nrel.gov](mailto:Linda_Lung@nrel.gov).

We look forward to meeting your children in June.

Sincerely,

Cindy Musick  
Program Manager  
Office of Science

Enclosures

Items to Bring Flyer  
Travel Waiver Request Form  
Talent Show Request Form  
Sample Team Commitment Form  
Draft Schedule of Events  
Luggage Tag

cc: Regional Coordinators  
Team Coaches